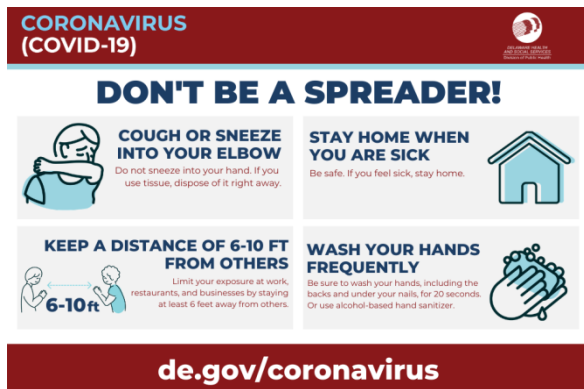
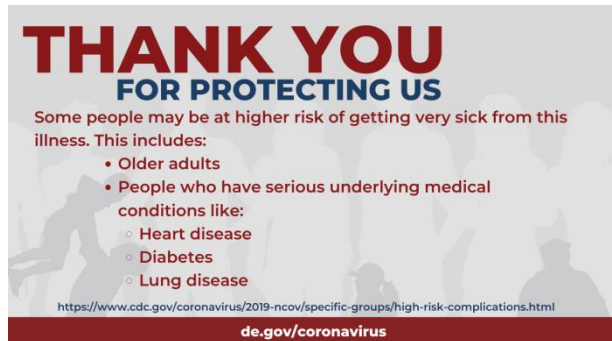


Pandemic response remains in place, Social Distance &/or Wear a Face Covering – Help Keep Everyone SAFE!

Kent County's pandemic response remains in place for the foreseeable future, especially with the upcoming annual influenza season. So it is as important as ever for employees to Social distance and Wear A Mask! It is required at work. Wear a face covering anytime (every time) interacting with the public or your co-workers. In addition, wear one in the hallway, the restroom, the break room, the lunchroom, any conference room, the Levy Court chamber, public areas, etc.

Cloth face masks are available in the Personnel Office or contact your Department Head.

Employees must also continue to regularly wash their hands with warm soap and water for at least 20 seconds or use hand sanitizer. Avoid touching your face or your mask. Do not shake hands. Avoid yelling. Properly dispose of any used personal protection equipment.



All of the procedures put into place when the County offices reopened to the public on June 1 (& before) will remain in place through at least thru the fall season, unless things improve dramatically. Employees failing to follow the procedures are subject to disciplinary action. Please report any observed violations to your department head or the Personnel Director.

COVID-19 RESPONSE PROCEDURES:

1. Employees **must** continue to maintain social distancing (6-feet) at all times and/or wear a face covering if interacting with co-workers or the public within 6-feet.
2. Visitors **must** wear a face covering and wait in the building lobby until escorted by a staff member to/from the appropriate office in the Administrative Complex or cleared via telephone to proceed. Appointments are encouraged.
3. Employees & Visitors **must** continuously answer “NO” to the following questions each workday in order to enter a County facility:

- *Are you presently ill?*
- *Have you had any illness in the past 14 days, to include Fever, Coughing, Shortness of Breath, or other Flu like Symptoms?*
- *Have you been instructed by a healthcare professional to self-quarantine?*
- *Have you travelled out of the country in the last 14 days?*
- *Have you been in contact with anyone who has tested positive for COVID-19?*

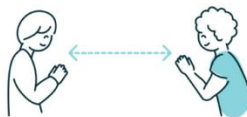
4. Employees **must** report to their department head or designated co-worker to be checked for a fever (99.5 degrees F or higher) upon arrival at the beginning of EACH WORK DAY using a handheld infrared thermometer. If no fever is indicated & questions answered with a

CORONAVIRUS (COVID-19)



SOCIAL DISTANCING

6-10 ft
Distance From Others



TO SLOW THE SPREAD:

1. Avoid large gatherings and crowded places when possible.

The Governor's State of Emergency advises event organizers to cancel events of 50 people or more.

2. Keep a distance of 6-10 feet from others.

Limit your exposure at work and out at restaurants and businesses by staying at least 6 feet away from others.

3. Wash your hands regularly

Wash your hands for at least 20 seconds many times per day with soap and warm water.

de.gov/coronavirus

negative response, Administrative Complex & some other employees will receive a color coded wrist band that must be worn while on duty according to the day of the week (think rainbow color spectrum):

- **Monday = RED**
- **Tuesday = ORANGE**
- **Wednesday = YELLOW**
- **Thursday = GREEN**
- **Friday = BLUE**

5. Employees may be required to work longer/shortened or flexible work schedules to limit unnecessary interaction. An alternative/flexible schedule may be directed by the department head with approval in advance by the County Administrator.

6. Employees **must** follow all COVID-19 safety requirements including social distancing & face coverings and **should not be offended** when expected/asked by a co-worker to do so. Employees failing to follow the safety requirements are subject to discipline up to and including termination.

7. Employees **must** enter the Administrative Complex via the employee entrance located at the rear of building or the west door by the Clerk of the Peace office. Employees should, if possible, avoid public entrances at all times. Those requiring access thru the front handicapped entrance should endeavor to avoid contact with visitors standing/waiting in the Complex lobby area.

ADDITIONAL REQUIREMENTS:

Kent County continues to require the following:

1) **All employees must immediately report** to their Department Head and the Personnel Director if they:

- (a) have been diagnosed with COVID-19,
- (b) are reasonably suspected to have COVID-19,
- (c) have symptoms of acute respiratory illness, such as fever, cough, or shortness of breath, or
- (d) **reside with or have been in close contact with persons who have been diagnosed with COVID-19, are reasonably suspected to have COVID-19, or have symptoms of acute respiratory illness, such as fever, cough, or shortness of breath.**

Symptomatic employees **must** stay home and cannot come to work until they are free of fever (DPS considers a fever to be 99.5 °F or greater), or signs of a fever, and any other symptoms of acute respiratory illness for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees who have been told they must be isolated or quarantined are prohibited from work on-premises until cleared by DPH or a medical professional, however, remote work or telework may be authorized, per FFCRA .

2) All employees **must** check themselves for a fever each day before reporting to the worksite using a reliable personal thermometer **and** again upon arrival at the workplace each day. **If an employee has a fever, they must notify their supervisor and stay/return home and contact their healthcare provider for direction which could include self-quarantine/self-isolation.** The healthcare provider directive would trigger the 80-hours of paid sick leave required by the FFCRA. **The employee must promptly complete and submit the Paid Sick Leave Request form to the Personnel Office with the medical documentation. Form is available on the employee portal.**

3) All employees **must** frequently hand wash with warm water and soap or use hand sanitizer including when entering and leaving the worksite.

- 4) All employees **must** follow cough and sneeze hygiene guidelines (cough/sneeze into bent elbow or tissue).
- 5) All employees **must** endeavor to maintain 6-feet or more of space between co-workers and other persons at all times per State and CDC guidelines and recommendations for social distancing (the exception being healthcare workers using appropriate PPE).
- 6) All employees **must** wear a face covering when working within 6-feet of co-workers or the public.

Employees must continue to take at least a 30-minute lunch break (normally 60 minutes) and two short 15-minute breaks when reporting to work in person or if working from home continuously, without interruption, via technology – when approved. Unless specifically authorized by the County Administrator, overtime is not permitted for remote working staff (except when physically worked time/overtime has been authorized).

All full-time County employees continue to be expected to report to their worksite as scheduled, which could be an alternative/flexible schedule on a case-by-case basis as determined by the department head and approved in advance by the County Administrator. As a customer/public service organization, remote work will be limited only to those employees with a healthcare provider verified age or underlying health condition, or qualifying School Closing/Child Care Provider issue approved by the Personnel Director in connection with the federal Families First Coronavirus Response Act and the expanded Emergency Paid Sick Leave and EFMLA provisions and/or accrued leave. (The required request form is available on the Employee Portal & must be submitted along with healthcare certification, as necessary, upon qualification).

Please stay safe & healthy!

(posted 09/01/20)